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CORRECTED COPY

18 March 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 10-000-2

SUBJECT: Special Standards for DD/I Employment

1. Normally, an individual being recruited for assignment to the Office of Research and Reports (ORR), Office of Scientific Intelligence (OSI), Office of National Estimates (ONE), or Office of Current Intelligence (OCI) must meet special standards. (The exception to this rule is covered in paragraph 6 below.) Individuals being considered for positions in the offices mentioned above will be processed in accordance with the following procedures.

2. In considering an applicant, officials of ORR, OSI, ONE, and OCI will carefully examine the individual's background to determine whether any foreign connections are involved. If there is an indication that such connections are involved, the office concerned will refer the matter to the Security Division, Office of Current Intelligence, for an opinion prior to initiation of a formal appointment request. Upon indication by that Division that clearance may be granted on the basis of information then available, the operating office will forward an appointment request to the Office of Personnel. The Processing and Records Division, Office of Personnel, will initiate security processing in accordance with regular procedures.

3. If the Security Office completes field investigative activity which indicates that an individual meets Agency full clearance standards, but develops additional information on foreign connections, the new information will be referred by the Security Office to OCI and security approval will be delayed. If OCI determines that the individual is still clearable, the Security Office will issue necessary approval for the individual's employment.

4. If the security interview during entrance on duty processing discloses any pertinent information relating to foreign connections which was not known upon completion of field investigation, OCI will be notified and requested to determine whether such information will affect clearance. The Office of Personnel will be advised that clearance is delayed and will not complete processing of the individual for assignment to the office concerned until it is definite that clearance will be granted. If clearance is not given, the individual may not be assigned to the office for which he was recruited and, except as provided in paragraph 6 below, must be separated in accordance with usual procedures.

5. To assist in administering these requirements, all possible information pertaining to foreign connections should be available at the

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NO CHANGE IN CLASS ☐

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CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: 2011

AUTH: \_\_\_\_\_

DATE: 10 1981

REVIEWER: \_\_\_\_\_

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OPM 18-54

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time of initial consideration of the applicant. Members of the Personnel Procurement Division and of the Placement and Utilization Division will make every effort to insure that complete and detailed information concerning any foreign connections is supplied by the applicant on the Personal History Statement. This information includes foreign connections of any nature, such as relatives, intimate friends, travel and employment which involves aliens, foreign companies and countries, foreign residence, etc.

6. It has been agreed with ORR, OSI, ONE, and OCI that in exceptional cases the operating office may wish to employ an individual who cannot meet the special standards but who can be given full clearance when there are positions available for which only regular clearance is a prerequisite for useful service. In these cases, the operating office concerned may certify to OCI that it will not now, nor in the future, request additional clearance for the individual, and obtain security approval for the individual's EOD.

  
George F. Meloon  
Deputy Assistant Director  
for Personnel

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<div style="display: flex; justify-content: space-between; font-size: small;"> <span>UNCLASSIFIED</span> <span>RESTRICTED</span> <span>CONFIDENTIAL</span> </div> <div style="text-align: center;"> <p><b>CONFIDENTIAL</b></p> <p>CENTRAL INTELLIGENCE AGENCY</p> <p><b>OFFICIAL ROUTING SLIP</b></p> </div>			
TO		INITIALS	DATE
1	C/PPD	<i>Jac J</i> <i>100</i>	4/5
2	1-D-10		
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FROM		INITIALS	DATE
1	PLANS, RESEARCH & DEVELOPMENT STAFF PERSONNEL OFFICE	<i>RBg</i>	5 APR 1954
2			
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<div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input type="checkbox"/> ACTION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> RETURN</div> <div><input type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> FILE</div> </div> <p>Remarks: Please advise the individuals receiving this OPM that all copies of the previous issuance (18-54, Special Intelligence Clearance) must be returned to PRDS.</p> <p style="font-size: 1.2em; margin-top: 10px;"> <i>These have been returned by the men. The rest have been destroyed</i> </p>			

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CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
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1	<i>Note attached to 8 Revised copy of 18-54</i>		
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